



## Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

---

# MEMORANDUM

---

|   |  |
|---|--|
| Date  | Subject  |
| April 15, 2004  | 2004 CJER Education Committee<br>Application Process   |
| To  | Action Requested   |
| Chief Justice of the Supreme Court<br>Associate Justices of the Supreme Court<br>Administrative Presiding Justices of the<br>Courts of Appeal<br>Associate Justices of the Courts of Appeal<br>Trial Court Presiding Judges<br>Trial Court Judges, Commissioners, and<br>Referees<br>Clerk/Administrators of the Courts of Appeal<br>Trial Court Executive Officers<br>CJER Governing Committee Members | Submit Application   |
|   | Deadline   |
|   | June 30, 2004  |
|   | Contact  |
|   | Barbara Whiteoak<br>Education Division/CJER<br>415-865-7800 phone<br>415-865-4335 fax<br>barbara.whiteoak@jud.ca.gov |
| From  |  |
| Karen M. Thorson<br>Director, Education Division/CJER<br>Administrative Office of the Courts  |  |

---

As you know, the Education Division/Center for Judicial Education and Research (CJER) of the Administrative Office of the Courts is considered to be the premier judicial branch education organization in the country. This is a credit to both the high level of involvement by judges, court executive officers and court staff and the expertise and commitment of Education Division/CJER staff. It is therefore a pleasure to invite you to become involved as we continue this tradition of excellence and strive to make our processes, programs, and products even more effective.

Enclosed is the **CJER Education Committee Application Packet** for 2004. This packet contains a list of the education committees, a one-page explanation of committee member responsibilities for each education committee, and an application form.



April 15, 2004

Page 2

Unlike the nomination process used by the Judicial Council, any individual interested in serving on a CJER education committee must submit an application; he or she cannot be nominated.

We hope that you will consider applying for CJER education committees that hold an interest for you and, if you are aware of other individuals who would be assets to particular committees, you will encourage them to apply as well.

Special note for current members of CJER education committees: If you are a member of a CJER education committee and your current term expires in 2004, please submit an application to indicate that you are interested in being reappointed, if eligible.

The deadline for submitting applications for CJER education committees is June 30, 2004. You may submit your application(s) online at [www.courtinfo.ca.gov/courtadmin/jc/nomform.htm](http://www.courtinfo.ca.gov/courtadmin/jc/nomform.htm), by mail, or by fax.

Members of CJER education committees are appointed for three-year terms. Committee member terms begin on November 1 and expire on October 31 three years later.

CJER cannot attain its educational goals without the support and contributions of the judiciary and court staff. There is a vast pool of talent in the judicial branch, and we hope to fully tap that talent through the application process. If you have any questions or comments, please do not hesitate to contact us.

KMT/bjw  
Enclosures